

STATE OF CALIFORNIA

STEVE WESTLY,  
California State Controller

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: February 18, 2003

PERSONNEL LETTER # 03-004  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **NEW EMPLOYMENT HISTORY (EH) ONLINE BIRTH DATE AUTOMATED AUDIT (AA) 140-01**

Based on our review of the Employment History Data Base (EHDB), some employees had an incorrect birth date on their EHDB records. As a result, agencies were notified and requested to verify and correct the affected employees' birth date. The affected EHDB records are now updated.

To avoid this situation in the future, a new online birth date audit was implemented. Effective immediately, AA 140-01 (INVALID BIRTH DATE) will generate when a birth year that equates to an age less than 14 or greater than 85 (i.e., if the transaction is entered in 2003, a birth year after 1989 or prior to 1918) has been entered on the EH transaction.

If an employee's birth date is verified and falls outside the parameters for this audit, the transaction must be sent to the Personnel/Payroll Services Division for processing. Please note the audit message or message number on the submitted transaction.

Revisions to the Personnel Action Manual (PAM) will be issued in the near future.

If you have any questions, please contact the Civil Service Personnel Operations Liaison Unit at (916) 322-6500.

RZ:CAH:PMAB